OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL
POLICY FOR THE ADMINISTRATION OF MEDICINES

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy:

- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit – Summary Findings for the Ethnicity Facts and Figures Website (Cabinet Office)

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that 'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

Medicines will only be administered <u>that have been prescribed by a doctor or some other authorised person</u> and where it would be detrimental to a child's health if the medicine were not administered during

the day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system. The educational section of the audit that covers; differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To outline the procedures for administering prescribed medicines to pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;

- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Designated Person/s

Members of the school personnel who have the responsibility for managing and coordinating the medical needs of pupils in each area, will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;
- read and check the Medical Consent Forms before administering and supervising the taking of medicines (or delegating these tasks to other trained staff);
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal.
- In the case of long term medications, ensuring that medical consent form are renewed annually in the Autumn term.

Role of the Health and Safety Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher, designated persons and the nominated governor;
- update and test the policy and procedure in line with the school's policy review procedure;
- provide guidance and support to all staff;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

- annually report to the Governing Body on the success and development of this policy.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the member of staff;
- Be aware that only designated members of staff can administer medication;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;
- sufficient medicine for the dosage to be given in school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website and app
- the Staff Handbook
- meetings with parents
- staff meetings with school personnel
- communications with home such as newsletters
- information displays

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:

    - Health and Safety
    - Medical and First Aid

- general information about medication
- administering medications
- safe use and storage of medications
- dealing with emergencies

- Asthma
- Diabetes
- Epilepsy
- Sharps and Needles
- Manual Handling

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Medication Form.pdf